

COLORADO DEPARTMENT OF HIGHER EDUCATION
DIVISION OF PRIVATE OCCUPATIONAL SCHOOLS

SUPERVISORY VISIT REPORT – RENEWAL

Name of School _____ Date _____

Address _____
Street City State Zip Code

Section I: Educational Program

YES NO

1. Are instructors using Division approved curriculum? _____
2. Are any additional state approval(s) required? _____
If yes, which approving agency?
3. Are textbooks/instructional materials, teaching aids, library and reference materials current? _____
4. Are all instructors approved in the areas they are teaching? _____
Cross reference check with DPOS list: _____
Number of Instructors _____
Number of Students Enrolled _____
Instructor/Student Ratio: Theory: _____ Lab: _____

Section II: Equipment

YES NO

1. Are tools and equipment in good working order? _____
2. Number of lab stations sufficient? _____
Number of lab/work stations _____

Section III: Physical Plant

YES NO

1. Is the facility adequate for the amount of students? _____
2. Is the facility clean and properly maintained? _____
3. Is there sufficient heat, light, ventilation, etc., for the training? _____
4. Are there current and appropriate safety inspection report(s) on file? _____
a. One of the following must be submitted to the Division:
Fire _____
Certificate of Occupancy _____
Proof of Insurance _____
b. Inspection Agency _____
c. Last date of inspection _____
5. Is proper signage displayed? _____
a. School Sign _____
b. COA prominently displayed _____
c. Other _____

Section IV: Enrollment

YES NO

1. Are all agents approved? _____
Cross reference check with DPOS list: _____
2. Does the school determine that the applicant has no limitations, in advance of enrollment, that would prevent successful completion of the training or employment, C.R.S. 12-59-117(i)? _____

Section V: Records (Student & Instructor)

YES NO

1. Are records secure and maintained on a confidential basis? _____
2. Location of records _____
3. Number of student files reviewed: Current students _____ Graduates _____ Withdrawals _____
 - a. Number of files with errors _____
Attach list of issues with descriptions and resolution dates.

4. Are transcripts and/or certificates of completion or documentation of hours completed (for withdrawn students or partial completions) maintained? _____
 - a. How are they maintained? _____
5. Is there a transcript and/or certificate of completion or documentation of hours completed in each applicable student's file? _____
6. Are admissions requirements (high school diploma, GED, ATB test) being met? _____
7. Are attendance records maintained properly? _____
8. Are job placement records maintained? *If not applicable, indicate: N/A* _____
9. Does the school maintain complaint records/counseling documentation? _____
10. Are refunds accurate and completed within 30 days? _____
11. Does the school terminate students when it is clear they are unable to make satisfactory progress? _____
12. Number of instructor files reviewed: _____
 - a. **List** of instructors **per program/course taught** provided by school. _____
13. Is minimum occupational experience documented? _____
14. Is **current** license, certification, registration and/or other **required** credential on file? _____
15. Is educational experience documented, if applicable? _____
16. Is there proof of continued competency in instructor files? _____
17. a. Do any instructors teach minors (under 16)? _____
 - b. If yes, has a background check been completed? *If not applicable, indicate: N/A* _____
 - c. *(If applicable, **School to provide a list** of all instructors teaching minors.)* _____

Section VI: DPOS Discussion Items

YES NO

1. Standard Approval – school representative must appear at Board meeting. _____
2. Surety Coverage – was surety coverage confirmed? _____
 Explain: _____

Comments: _____

“NO” responses (except section I, #2 & section V, #17.a) require immediate attention and documentation. All responses must be satisfactory PRIOR to any Board consideration. The Board will not consider renewals for schools with any outstanding issues: _____

Private Occupational School Staff

Date

School Representative

Date

DPOS Director/Deputy Director

Date